

<b>Forest Certification Work Instruction</b>
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**Work Instruction Title:** 8.1 Michigan Department of Natural Resources Staff Training for State Forest Management

**Work Area Group:** 8 - Training

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**Purpose:**

- (1) Provide training to empower employees to perform their jobs to the level required by DNR policies, procedures and work instructions.
  - (2) Record all training in a database, and make records available upon request from the employee or their supervisor.
  - (3) Utilize the training database to routinely monitor that training is up-to-date.
  - (4) Communicate regularly with DNR employees to ensure understanding of this work instruction.
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**Work Instruction:****1) Job training needs will be determined.**

- a) Training Officer annually summarizes training needs.
  - i) Training Officer maintains a table of core training needs by program area according to the policy, procedures, and work instructions of each division.
  - ii) Training Officer shall annually assess gaps in training and compile a prioritized list by program area.
- b) Training Officer shall annually inform Supervisors of the training recommendations by position using the annual training recommendation list. Supervisors will determine job training needs in conjunction with employees.
  - i) As part of the annual Performance Appraisal process, Supervisors must conduct a training assessment, update the Individual Training Plan (R7016e), and complete the Proposed Annual Training form (R7015e) as per October 27, 2004 DNR Personnel Manual Chapter 10.04 and divisions' policies,
  - ii) Supervisors send the Training Officer the annual list of Training Needs for employees.

**2) Training implementation**

- a) Training officer schedules annual training and informs supervisors and employees of the schedule.
- b) Supervisors and employees ensure training completion.
- c) Supervisors and employees shall inform Training Officer of completion of all required training, and of any additional training completed.

**3) Training records will be maintained by the Division and shall be accessible to employees.**

- a) Division Training Officer will maintain adequate training records so that it is ensured that training is up to date.
- b) Training Officer will provide training records to supervisors and their employees on request.

Note: the Department is in process of developing a centralized training data base.

**4) Training Needs, Priorities and Record Availability will be Communicated**

- a) Annually, the Training Officer shall compile a list of completed training by employee, and will send to Supervisors.
- b) Supervisors shall identify any gaps in priority training and completed training and report to the Training Officer.

- c) All employees will receive communication regarding the availability of training records, the methodology for requesting and/or developing training, and the current priorities of the Division.
- d) As new training opportunities and requirements become known, that information will be shared statewide.

**Scope:** (All State Forest Land and Affected Divisions): ☒ State Forest Land ☐ Other: \_\_\_\_\_

☒ DNR – FMFM ☒ DNR – Wildlife ☒ DNR – Fish ☐ DNR – Law ☐ DNR – Parks

**Responsibility and Role:** (Staff who will implement or supervise this instruction)

Job Title/Division	Role
Training Officers	Determine annual training plan for Division employees and inform supervisors and employees. Schedule training courses. Distribute educational information as identified.
Supervisors	Identify employees training needs per performance appraisal system and inform Division training officer. Schedule employee training per employee annual training plan.
Division Management Teams	Identify core training required for Division positions.
Employees	Assist in identification of needed training during performance appraisal system. Attend training and notify training officer of completed training.

**Training/Skills:** (Those required to accomplish work instruction)

Item	Brief Description of Skill or Course	Exists/ New
Forest Certification Overview Training	To clearly define the role of employees in the Certification process	<input type="checkbox"/> E <input checked="" type="checkbox"/> N
Statewide Forest Certification Work Instructions	Train staff in their roles identified in the work instructions	<input type="checkbox"/> E <input checked="" type="checkbox"/> N
Knowledge of Training within Performance Management System	Make employees aware of the training component of the Performance Appraisal Process (see reference section)	<input checked="" type="checkbox"/> E <input type="checkbox"/> N

**References:**

- Training forms R7015, R7016
- [DNR Personnel Policy, Personnel Manual - Chapter 10 - Performance Management - Training Assessments 10.04](#)
- FMFM Policy 142 (Personal Training and Development).
- Training/Skills described in other Work instructions
- Wildland and Prescribed Fire Qualification System Guide PMS 310-1 and the Michigan Addendum to the Wildland and Prescribed Fire Qualification System Guide

**Monitoring:**

- Employee and Supervisor shall assess the progress, after receiving priorities from Training Officer and Division each year.
- Training Officer shall monitor the progress towards meeting training needs and goals by the Division, and report any deficiencies.

Note: the Department is in process of developing a centralized training data base.

**Records:**

- Employee and Supervisor shall assess the progress, after receiving priorities from Training Officer and Division each year. All records will be maintained by the Training Officer in Lansing and shall be available upon request to a Supervisor for employees they supervise, and to individuals for their personal records.
  - Forms – Training records
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